TRCs not approved for Projects

DOTTL_W11_TRC_INVALID_FOR_PROJ

Introduction

Description and Purpose

Use this query to identify Time Reporting Codes (TRC) Not Approved for DOT Projects. Report output includes Dept ID, Location, Name, Time Reporting Code (TRC) Hours and Pay Period End Date. Since this is a **watchdog** query, the desired result when running in HTML is: "No matching values were found".

Results from Current Payperiod

Results indicate either that the employee coded a Time Reporting Code for a Leave Activity such as: Vacation, Sick Leave, Personal Leave, etc. along with selecting a project Combination Code (Combo Code). Leave activities should only be charged to the employee's Unit overhead.

1. The employee or the employee's supervisor will need to correct the employee's timesheet at the latest on the Monday following the pay period end. As a last resort, the employee/supervisor can make the change on Tuesday and be approved by the Supervisor on Wednesday morning. If the correction is made on Wednesday then it will be considered a "Prior Period Correction" and have to be handled by the steps denoted below.

2. Navigate to the employee's timesheet.

3. Click the **Overrides** tab and scroll to the right to display the Combo Code field.

4. Delete the Combo Code and press **Enter**.

5. Click **Submit** to save the changes made to the timesheet.

6. The supervisor should remind that employee that they need to be more diligent in coding their timesheets to prevent this error in the future.

Results from Prior Payperiod

If the results are run for a date range prior to the current pay period, then results indicate that the supervisor did not pick up the error during their timesheet review prior to approval. The employee coded a Time Reporting Code for a Leave Activity such as: Vacation, Sick Leave, Personal Leave, etc. along with selecting a project Combination Code (Combo Code). Leave activities should only be charged to the employee's default coding which is to overhead.

This will require the preparation of a Spreadsheet Journal (SSJ) to be prepared by your budget coordinator and submitted to the Budget Development and Control for processing. Details on how to request this are explained below: